

**Honorable Thomas J. Catliota, Chief Judge | Mark A. Neal, Clerk of Court**

**Description:** A certificate of service is a written statement filed with the Court establishing that you served copies of a particular pleading on all appropriate parties, such as the trustee and specific creditors. See Local Bankruptcy Rule 9013-5 and Federal Bankruptcy Rule 7004 for additional guidance.

**Notes:** The certificate of service must be included with the pleading you are filing and must be signed. Certificates of service are normally filed as an attachment to the document being served, so they do not require a separate caption. If a certificate of service is filed on its own, however, a caption must be included. ([Sample Captions](#))

## FILING REQUIREMENTS

- ✓ The date of service and title of pleading being served
- ✓ The names of each party to be served through CM/ECF
- ✓ The names and addresses of the parties served by mail (attach service list or Court's current official mailing matrix If necessary)

- ✓ Must be filed with all filed plans, amended plans, and proposed modified plans
- ✓ Option A and B do not require service
- ✓ If Option C selected, you must attach a matrix or list of service recipients

## FORMS AND SAMPLES

### Certificate of Service

Local Bankruptcy Form M-1

### Certificate of Service of Summons